

Service Descriptions



RECURRING SERVICE

- ◆ **Scheduled Service** – This is Kodiak Shredding's most hassle-free service. Based on the specific requirements of your office, we will help you determine a shredding service interval, which is based on a 4-week month. Once the interval is established, we automatically schedule your service, arrive at your location on the pre-determined day, and service the collection containers we have provided to you. If your requirements change for any reason, we can alter your service schedule or change the number of secure collection containers at your facility.

We also provide **Emergency Service** for our customers who use the Scheduled Service, but unexpectedly fill their containers before their next regularly scheduled service date. If this happens to you, call us and we will take care of your off-cycle shredding needs while leaving your scheduled service dates intact.

- ◆ **On-Call Service** – This premium service allows our customers with sporadic paper generating cycles to completely control their service schedule, giving them the most "bang for their buck." Kodiak Shredding provides you with the type and quantity of containers that best fit your specific needs. When they are filled, call us and we'll service them.

PURGE SERVICE

- ◆ **Purge Service Without Containers** – Specifically designed for high-volume, end-of-year clean-outs, this purge service is a great solution when you want to get rid of bulk quantities of paper, *fast*. The only thing you need to do is tell us approximately how much paper you have and where it is located. We'll take care of the rest.
- ◆ **Purge Service With Containers** – Are you moving and need time to sort through your records? Do you need a convenient spot to place your out-of-date records while you clean out your file room? If so, this is the perfect solution for your purge scenario. Kodiak Shredding will deliver containers to your location so you can conveniently sort your records on a schedule that is convenient for you. When the bins are full, we will shred the contents and you can continue your file clean-out. Once you have disposed of all your records, we will pick up the collection containers.

*More flexible options
to serve you better!*

Containers are provided free of charge



Contact us today for help solving your confidential information destruction issues.

1.877.KODIAK.7 (1.877.563.4257)

www.KodiakShredding.com